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Campus Council Memorandum 1981

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Campus
Council

Jahrling

Final Form -

CAMPUS COUNCIL MEMORANDUM

PREAMBLE

Recognizing that The College of Wooster is a community of Administration, Faculty, Students, and Trustees working toward common goals at a private church-related liberal arts college dedicated to freedom of academic inquiry, this memorandum is hereby adopted as an instrument designed (1) to support and forward Wooster's commitment to intellectual growth through liberal education; (2) to promote the welfare of all members and organizations of the College; and (3) to establish means through which students, faculty, and administrative officers can express their views and better understand the opinions of others. In order to implement these purposes, there shall be created a Campus Council which shall join in its membership administration, faculty, and students to legislate in the areas of student life and extra-curricular affairs and to issue advisory opinions and make recommendations to the President of the College, the Board of Trustees, and any other college organizations.

I. NAME

The name of this organization shall be the Campus Council of The College of Wooster.

II. POWERS

- A. The Council shall have unlimited power to initiate, discuss, and formulate recommendations on any matters it deems appropriate and to submit these recommendations to the appropriate campus body including the President and the Board of Trustees.
- B. The Council shall have authority to legislate with regard to social regulations, social functions, student conduct, student activities, and chartered organizations.

- C. The Council shall allocate the Campus Council budget allocation, which allocations shall be determined by the President of the College. Any chartered organization is eligible to apply for funding, unless stipulated otherwise in the organization's charter. Specific budget guidelines are to be found in the Campus Council By-laws.
- D. The Council shall be responsible for the chartering and recognition of campus groups. The group applying for a charter shall submit a written constitution to the Council for approval. The Council shall be responsible for seeing the organizations abide by their charters. Each new charter shall be valid for three years from the date of chartering. At this time Campus Council shall review the document in question and either (1) continue the charter, either indefinitely or for a specified time; (2) ask that revisions be made in the charter at which time it shall be continued; or (3) terminate the charter. At any time Campus Council reserves the right to terminate the charter of an organization found not in accord with their respective charter.
- E. The Council may initiate recommendations or academic matters by forwarding such recommendations to the Dean of the Faculty for his or her action where appropriate or for referral to the appropriate faculty committee. If the faculty committee does not issue a report on the Council's recommendations within a reasonable period of time or the committee rejects the Council's recommendations, then the Council may request the Dean to place the recommendation directly on the next faculty agenda for consideration by the faculty.

- F. The Council may act in an advisory capacity on any matter which has been submitted to the Council for consideration.
- G. Any group or individual member of the campus community may petition the Council on matters within the Council's jurisdiction. The Council shall not interfere in decisions reached by Judicial Board, but this limitation shall not preclude the Council from reviewing and legislating changes in the existing judicial system which comes within the Council's jurisdiction.
- H. A committee, composed of the chairperson and at least one member of each constituency shall meet with the President of the College every three weeks, or as deemed necessary, to discuss matters before the Council.
- I. The Council shall have authority to delegate the execution of its policy to appropriate agencies of the campus community.
- J. The decisions of the Campus Council will become effective within a reasonable time after enactment unless the President or his or her representative informs the Council that the President wishes to consider the matter further. The President shall have fifteen school term days to consider the decision beginning the day in which Council approved the decision. The President may pursue any of the following courses of action:
 - (1) Inform Council that he/she has approved the decision.
 - (2) Inform Council that he/she is holding the matter for consideration by the Trustees at the earliest opportunity.
 - (3) Recommend modification in the decision to Campus Council for their further deliberation. Upon reconsideration of

the modifications Council may adopt them, modify them further, or reject them. In the latter two cases the President shall have an additional fifteen days to consider the matter.

- (4) Inform the Council that he/she is vetoing the decision in which case the Campus Council may, by two-thirds vote of the entire membership, submit the decision to the Board of Trustees or its appropriate committee at the next meeting.

- K. Should a student feel that he/she has a grievance outside the jurisdiction of the Committee on Academic Standards and/or the Judicial Board and has failed to receive any satisfaction through the normal administrative channels, he/she may request action to be taken by Campus Council.

Council may choose to elect a Council person to serve as ombudsperson. The ombudsperson's function will be to attempt to resolve the grievance and to advise the Chairperson of Campus Council of the action taken. Whether or not the ombudsperson procedure is used, Council may elect a special Grievance Review Committee. If Council votes to establish such a committee, each party to the dispute may select one member of the campus community to sit with the Committee to represent each party but not to vote.

The functions of the Committee will be to hear all sides of the matter in dispute and, if it so decides, to produce a written report of their conclusions which shall then be submitted to the President. Upon submitting their report, the Grievance Review Committee will meet with the President for a final discussion of the matter. In

those instances where the President may not agree with or accept the Committee's judgment, he/she will submit a written explanation of the decision to all parties involved, including the Chairperson of Campus Council. Presidential decision in the matter will be final.

- L. In connection with the foregoing powers, the Council may appoint committees to accomplish its purposes and invite members of the campus community to participate as nonvoting members in the proceedings of the Council. The Council may utilize administration, faculty, and students of the campus community to provide information and may use these groups to gather opinions and suggestions from constituent members.
- M. The Council shall maintain two standing committees at all times.
 - (1) The Budget Committee shall be responsible for all budgetary concerns related to the total allocation for all chartered organizations. For specific duties of this committee refer to the Campus Council By-laws.
 - (2) The Initiation Week Committee, comprised of up to five members of Campus Council and the Presidents of Inter-Section Council and Inter-Club Council, shall be responsible for handling Initiation Week for Club and Section members and pledges. Initiation Week observers are the full responsibility of this committee. For specific duties and stipulations refer to the Campus Council By-laws.
- N. The powers herein granted to the Campus Council are not intended and shall not be construed to be in derogation of the inherent powers of the Board of Trustees and the President of the College.

III. MEMBERSHIP

The Council shall be composed of fourteen voting members and two non-voting members.

A. Voting members

(1) Students

- a. The President of the Student Government Association.
- b. The Vice President of Educational Affairs of the Student Government Association.
- c. The Social Affairs Committee Chairperson of the Student Government Association.
- d. The President or his/her representative of the Black Students Association.
- e. The President or his/her representative of the International Students Association.
- f. The Chairperson or his/her representative of the Student Activities Board.
- g. Three members-at-large elected to the Council by the student body in the general election of Winter Quarter.

(2) Faculty

Three members of the faculty chosen by the faculty each for a three-year term. Faculty members shall not succeed themselves.

(3) Administration

- a. The Vice President for Academic Affairs, or his/her representative.
- b. The Dean of Students, or his/her representative.
- c. The Vice President for Finance and Business, or his/her representative.

- B. Non-voting members: both salaried positions
 - (1) Treasurer--to be selected by the Budget Committee during the middle of Winter Quarter and with the approval of Campus Council.
 - (2) Secretary--to be selected by a sub-committee of Council led by the Chairperson during the middle of Winter and with the approval of Campus Council.
- C. If a vacancy shall occur on the Council, such vacancy shall be filled by appointment for the unexpired term--by the President to replace a Dean, by the Student Government to replace a student, and by the faculty to replace a faculty member.
- D. The term of office for each elected or appointed student member of the Council shall begin on the first day of Spring Quarter of each year for one year.
- E. The term of office for each faculty member of the Council shall be three years. The terms of new members shall begin the first day of Fall Quarter and shall rotate so that no more than one member is appointed each year.
- F. The Chairperson of the Council shall be selected from the new membership each year by a majority vote of the Council. The first organizational meeting of the year shall be chaired by the Vice President of Academic Affairs.

IV. PROCEDURES

- A. A quorum shall consist of eight members: one member from each of the three groups must be present for the purpose of establishing a quorum. If there is no quorum, the Council shall be able to discuss matters, but shall not be able to vote. The Chair shall have a right to vote.

- B. The agenda of each meeting shall be the responsibility of the Chairperson. Any member of the Council may place a matter on the agenda subject only to removal from the agenda by a majority vote of the Council.
- C. All meetings of the Council shall follow parliamentary procedures. Executive session may be called on a majority vote of the Council. All decisions of the Council shall be by a majority vote.
- D. The secretary, under the guidance of the Chairperson, shall submit to Voice any decisions deemed relevant to the campus community. This shall be done within one week following the decision by Council. Any member of Council may request that this be done with any decision made by Council.
- E. The President shall meet with Council at a mutually convenient time and only when deemed necessary by either party.
- F. The Campus Council Memorandum shall be a continuing memorandum, subject to amendment by the Campus Council or at such time as one or more of its constituencies (Faculty, Administration, President, Student Body, or Trustees) deem necessary. The student membership shall be subject to review by Campus Council at the end of every third year term in order to adjust for any changes in the mood or concern of the campus community.

The BYLAWS shall consist of two parts:

- (1) regulations/guidelines for the Initiation Week Committee.
- (2) regulations/guidelines for the Budget Committee.

Revised 2/4/81

JDT:kh

CAMPUS COUNCIL PROCEDURES FOR INITIATION WEEK

1. The Inter-Section Council (ISC) and Inter-Club Council (ICC) will submit guidelines for Initiation Week to the Campus Council by the end of the fifth week of Fall Term. Campus Council will take action on them by the end of the seventh week. Any changes required by Campus Council must be adopted by ISC and ICC by the end of the ninth week of Fall Term.
2. All Sections and Clubs will submit to ISC and ICC their Initiation Week plans by the end of the Fifth week of Winter Term. The individual Initiation Week plans must include the following:
 - a) Each event scheduled to take place during Initiation Week, listed with the date and time of the event.
 - b) A paragraph specifying the purpose of each event (i.e., what the event is supposed to accomplish).
 - c) A descriptive paragraph specifying exactly what activities will take place within each event.

The plans should be typed.

ISC and ICC will review the plans to be certain they conform with the Initiation Guidelines approved by Campus Council. If a plan or events within a plan are found to be inconsistent with the Guidelines, the document will be referred back to the appropriate Section or Club for revision. ISC and ICC will submit the approved individual Section and Club Initiation Week plans to Campus Council, Dean of Students' Office, and the Director of Health Services by the end of the seventh week. Meeting in concert those agencies will take action by the end of the eighth week. The Initiation Week Committee of Campus Council will compile this information and send it to the ISC or ICC President for modification of those plans which require modification and/or will arrange a meeting with the presidents of the individual Section or Club whose schedule has been questioned. Revised plans must be submitted by Monday of the ninth week through the President of ISC or ICC to the Initiation Week Committee of the Campus Council. Until final approval of the plans has been given by that Committee, the Section or Club will not be permitted to hold any aspect of the initiation.

3. Campus Council (Initiation Week Committee) will advertise for Observers for initiation week in the Voice and Potpourri the second and third weeks of the Winter Term. Applications will be available at Lowry Center information desk.
4. Deadline for applications as Observer will be and the end of the fifth week. Applications will be submitted to the Chairperson of the Initiation Week Committee.
5. The Presidents of ISC and ICC and the other members of the Initiation Week Committee of Campus Council will select the Observers from among the applicants, in terms of who will observe Clubs and who will observe Sections. This will be done in the sixth week.

6. Criteria for selecting Observers:
 - a) An Observer cannot be a member or former member of the Club or Section she/he observes.
 - b) An Observer cannot observe the same Club or Section two years in a row.
 - c) The Committee will discuss all applicants. A conscientious and concerted effort will be made to choose impartial persons, that is, to avoid appointing Observers to a particular Club or Section where a conflict of interest might arise.
 - d) At least one male and one female Observer will be assigned to each Section and Club.
7. ISC and ICC will assign Observers to particular Clubs and Sections in the seventh week. Wherever possible, Observers will be assigned to the Section or Club that they prefer.
8. Observers will be briefed by the Presidents of OSC and ICC and the President of the Section or Club to which they are assigned in the ninth week. The briefing will include an explanation of the purpose and procedures for Initiation Week and the Observers' responsibilities including writing and submitting the Observers' reports.
9. The Initiation Week Committee will hold an orientation meeting for Observers prior to Initiation Week.
10. All Observers' reports will be given to the President or ISC or ICC (whichever is appropriate) within two weeks after the conclusion of Initiation Week. These reports will be typewritten and will address themselves to the guidelines for Observers' reports which will be provided to Observers at their orientation meeting in the ninth week of Winter Quarter.
11. The Initiation Week Committee will review the Observers' reports, Officers' and Pledge reports, and any other information that it has regarding Initiation Week within the week following the submission of reports to the Committee. The Committee will report to the Campus Council with its recommendations regarding Initiation Week by the eighth week of the Spring Term.

CAMPUS COUNCIL
BUDGET COMMITTEE GUIDELINES

BUDGET ALLOCATION/REQUEST

TIMETABLE

Spring Quarter:

- Week 2: Budget Committee meets--go over procedures, prepare questions for interviews.
- Week 3: Announcements (campuswide) of interviews for budget requests, scheduling of time slots. Applicants must reschedule if time is not OK, submit letter to all chartered organizations, put notices in Potpourri, the Voice, and on WCWS.
- Week 4: Interviews--time slots on two days.
- Week 4: Deliberation of budgets--two time slots.
- Week 5: Presentation of proposed allocation to Campus Council.

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GUIDELINES FOR REQUESTING FUNDS
FROM CAMPUS COUNCIL

1. Please type your request and bring 6 copies to your interview for distribution to the Budget Committee members.
2. If you were funded by Campus Council for the current year, your request should include a table with the following columns for expenditures and (if any) income:

A	B	C	D	E
Budget	Approved	Expended/	Estimated	Request
<u>Category</u>	<u>Budget</u>	<u>Received</u>	<u>Year-end</u>	<u>for</u>
	<u>1980-81</u>	<u>To Date</u>	<u>Amount</u>	<u>1981-82</u>

A = Categories include such things as Salaries, Office Expenses, Printing, etc.; for some organizations they may include committees; they should be geared to your specific organization.

B = The amounts which became part of your contract.

C = Make these as up-to-date as you can.

D = These should be the total amounts you expect as of the end of the current year.

E = Self-explanatory.

3. If you were not funded for the current year, you need present only columns A and E.
4. In addition to the above table, you should provide some narrative for each category indicating:
 - a. What you include in the category.
 - b. Reasons for any significant variation between columns B and D.
 - c. Reason for any significant changes between columns B and E.
5. If you have a "Salaries" category in your budget request, please include in your narrative a listing of the positions and the annual amount for each.
6. Remember that funding will be determined in part by the clarity of your budget proposal and presentation. Please provide as much support and documentation for your amounts as you can.
7. Although an organization must be chartered by Campus Council to receive funds, being chartered and submitting a fund request do not guarantee funding.

* * *

Sample budgets are available on request from the Campus Council Treasurer.

If you have any questions, please contact any of the following people:

Budget Committee Chairperson
Campus Council Treasurer
Campus Council Chairperson